

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Number: B99-31

Date: October 12, 1999  
Expiration Date: 6/30/00  
69:114:va:3232

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
CHIEF ELECTED OFFICIALS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: WIA YOUTH TRANSITION FUNDS

This information bulletin transmits Department of Labor (DOL) Field Memorandum 52-99 providing states with options for procuring Workforce Investment Act (WIA) youth activity funds. These options provide states with the opportunity to obtain full or partial WIA youth allocations available on April 1, 2000.

To obtain funding, a state must submit one of three plan options describing its strategy for providing youth activities. These options include a full implementation plan addressing all elements of the required WIA five-year strategic plan, a transition plan for WIA youth activities, or an abbreviated transition plan for youth activities conducted between April 1 and June 30, 2000. California has selected the last option and will submit an abbreviated transition plan.

*Attachment 1* of the DOL Field Memorandum 52-99 describes the criteria for each youth plan. California's decision requires submitting an abbreviated transition plan no later than January 1, 2000. This option allows the State to receive 25 percent of its full youth allocation, on April 1, 2000. The State must address all planning requirements related to youth activities as part of its overall planning requirements, no later than April 1, 2000, in order to fully implement WIA by July 1, 2000. Since the funding is a WIA allocation, this information bulletin is being sent to all existing Service Delivery Areas along with the Chief Elected Officials of entities that have filed WIA Workforce Investment Area designation applications with the State.

In order to complete the abbreviated transition plan noted above, the State needs information regarding local areas' plans for this transition period. Please complete and return the attached "Notice of Intent – Provision of Transitional Youth Activities" by the requested date so that the State's plan can reflect this information. Please note that this notice is non-binding, but must be made in concurrence with the local area's chief elected official.

The State is currently finalizing the content of the WIA local plan and determining its deadline for submission. The local areas must provide a complete discussion in the plan of how the transitional funding will be used as part of a comprehensive WIA youth service strategy.

The State has yet to determine each local area's formula allocation of WIA funds. This information will be forthcoming.

If you have any questions, please contact Norma McKay or Jose Luis Marquez, from the California Office of Workforce Investment at (916) 654-9995.

/S/BILL BURKE  
Assistant Deputy Director

Attachment available on Internet:

1. Department of Labor Field Memorandum 92-55 located at:  
<http://usworkforce.org/fm52-99.htm>

Attachment is available in our Resource Information Center (as a Microsoft Word 97 document) by clicking on the link below. Copies may also be obtained by e-mailing the California Office of Workforce Investment at [NMCKAY@EDD.CA.GOV](mailto:NMCKAY@EDD.CA.GOV) (subject line should read: "Attachment") or contacting Norma McKay at (916) 654-9995.

2. Notice of Intent – Provision of Transitional Youth Activities (FB99-31A)



**State of California**  
**Workforce Investment Act of 1998 Implementation**  
**Notice of Intent – Provision of Transitional Youth Activities**

**I. Proposed Local Workforce Investment Area and Contact Information**

a. Identify the proposed local area

b. Administrative contact name, title, phone number, fax and e-mail

**II. Does your Area plan on offering Workforce Investment Act (WIA) allowable youth activity(ies) during the transitional period of April 1 to June 30, 2000?**

☐ Yes      ☐ No

**III. If you answered yes to II, provide a brief description of the activities, which your area plans to offer:**

## Conditions and Assurances for Receipt of Funding

The following conditions must be met by March 31, 2000, in order for a local area to access these advance WIA Youth funds on April 1, 2000:

1. The State's Abbreviated Transition Plan for Youth Activities must be approved by the Department of Labor.
2. The local area must submit and receive approval by the State of its complete local plan, including its youth components and any waivers requested by the Area, as well as submit its request for certification of its local workforce investment board by March 1, 2000.

Additionally, local areas assure the following WIA requirements will be met during this transitional youth service period:

1. Apply the WIA youth eligibility requirements so that only eligible youth (Section 129 of the WIA) are served with these funds.
2. Provide summer employment opportunities as part of a comprehensive service strategy which includes the ten (10) youth program elements required by WIA. Provide follow-up services to youth enrolled during this transition period (April 1-June 30, 2000) when they complete program services as is required for all WIA participants.
3. Apply the WIA definition of out-of-school youth which excludes youth in alternative schools. Initiate necessary planning to ensure that the WIA requirement of not less than 30 percent of the youth funding being spent on out-of-school youth is met.
4. Track and report these youth participants for inclusion in the data used to determine performance for the youth performance indicators.

### Local Area Signature

If not signed by the chief elected official for the local area, the individual signing below assures that the intent provided as part of this notice is being made with the full concurrence of this Official.

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Signature

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Date

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Printed Name and Title

**Please submit the completed Notice of Intent by October 31, 1999, to:**

California Office of Workforce Investment  
800 Capitol Mall, MIC 45  
Sacramento, CA 95814